



Date: June 21, 2018
To: Nicole MacTavish
From: Dr. Rick Schulte
Subject: 2017 – 2018 Evaluation

Dr. MacTavish joined the district this year in the dual role of Deputy Superintendent and Successor Superintendent. The first year of the transition has been devoted to overseeing and directing the instructional programs of the district, specifically Teaching and Learning, special education, special programs, and CTE. Dr. MacTavish took immediate responsibility for each of these areas and she has made substantial progress toward needed improvements in each. In particular, she provided the special education program and leadership badly needed decisive, direct, and substantive corrective action. Likewise, Dr. MacTavish identified significant needs and opportunities in district ELL populations, Title I and LAP offerings, and the use of paraprofessionals. She clearly and consistently communicated a strong vision of what should constitute effective programs in each of those areas. She is holding the respective managers and leaders accountable for making necessary reforms. Dr. MacTavish is doing an excellent job of articulating the district goal of closing the achievement gap and identifying key actions necessary to achieve that without excuses. Her leadership and direction of the School Improvement Plans has been essential in making those useful documents. Her initiative in bringing a Curriculum Audit and Special Ed Audit to the district will assist with overall strategic planning and district improvement planning. In every area, I am extremely pleased to have Dr. MacTavish as Deputy and Successor. Our major task this coming year will be to fully phase in the transition to Dr. MacTavish's succession to the superintendent position. To assist with that process, I have listed below many of the tasks and functions the Superintendent oversees either directly or by delegation.

Superintendent Transition Plan and Phased Transfer of Responsibility and Authority

Board

- Agendas
- Annual Calendar
- Strategic Plan
- Policy Development and Update plan
- Legislative Advocacy
- Congress Advocacy

Teaching and Learning

- Develop, Implement, Monitor and Evaluate corrective action for Curriculum Audit
- Develop, Implement, Monitor and Evaluate corrective action for Special Ed Audit
- K – 5 Math Adoption

- ELA Adoption and implementation
- Curriculum adoption cycle

Special Education

- IEP compliance and effectiveness monitoring and corrective action
- Inclusive, continuum of services
- Reframe, reimagine, Rtl system
- Effective use of Paraprofessionals
- Mentoring new leadership
- SIP role in targeted schools
- Isolation and Restraint
- PE, specialist classes

Career and Tech Ed

- Greenhouse – ag program
- Land Lab – ag program
- Coding

Special Programs

- ELL program definition, approach, staffing, accountability, training
- Title I and LAP program, staffing, accountability
- Mental health psych's accountability
- Birth to 3 program transfer to OSPI

Elementary Programs

- Mentor new principals, assistant principals
- Improvement Plan for identified weak principals
- Coach principals to own problem-solving at building level
- Principal assignments
- SIP monitoring
- Assessment oversight, reporting
- Data Dashboard
- Close the Gap!
- Hi-Cap, identify low income students; monitor and market Hi-Cap in home schools
- Transition K for low income 5-year-olds
- Targeted School Improvement Plans
- Oversee child care provider results
- Innovative programs, opportunities – dual language, Montessori
- Class size reduction options
- Boundaries, moves, FF & E
- Monitor school supply practices under new building-based expectations
- Preschool program

Secondary Programs

- Threat Assessment cooperative
- Middle School achievement and gap
- Principal coaching, evaluation, assignments
- STEAM at Libby, communication, curriculum,
- HomeLink Comprehensive Improvement planning & future vision, space
- Rivers Edge Comprehensive Improvement Plan
- Graduation rates
- 24-credit requirements
- Attendance, absenteeism
- Club sports
- College credit / industry certification for all graduates
- Coach principals to own problem-solving at building level
- Good to great opportunities, innovative programs
- Health Science Academy
- Ag programs

Budget

- 4-year sustainable planning model
- Annual decision-making and planning model
- EFB, cash flow reporting and monitoring
- Inventory, pre-pay and purchase timelines
- Replacement cycles
- Transition succession plan, Deputy hire
- Communication to board, public, staff, bargaining units
- Class size reduction

Communications

- Web design, consistency, ADA
- Social media presence, goals, process
- TV
- Newspaper
- Ed. TV
- Reporting levy, bond results
- Presentation schedule and plan to PTA, service clubs, chamber, city
- Audit by WSPRA?
- Accountability, board reports

Facility Projects

- TLAC – assign spaces, define expectations, acquire FF&E, prepare move
- TLAC board media, room, table,
- Prototypical Design # 2, Tapteal bid and move
- Design Badger

- Design No. 12
- Boundaries, transfers, temp moves
- RHS Auditorium design
- RHS and HHS athletic facility design
- Demo D.O.

Technology

- Levy implementation plan, communication,
- Direct and mentor new leadership
- Digital Citizenship approval, implementation, monitor, communicate
- Porn, filter
- Summer and surplus equipment
- SAMR, changes to instruction

Food Services

- Participation rates
- Menu innovation
- Feedback, involvement of students, staff, parents
- Online app

Transportation

- Leadership
- Bus specifications
- Replacement cycle
- Garage
- Student tracking app
- Special ed students, paraprofessionals
- Trip planning
- Drivers, subs recruiting and retaining

Warehouse

- School supplies inventory, ordering
- Zone system for deliveries
- Mail
- Just in time versus just in case
- Records retention

Grounds

- Leadership transition plan
- Zone system
- PM, SchoolDude system

Maintenance

- PM
- Reporting

Land acquisition

- WSU athletic facility, trade
- DNR
- Alexander
- West Richland



Nicole MacTavish

6/29/18

Date



Rick Schulte

Date

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